

# Colorado Contract Management Training (Formerly Contracts I & Contracts II)

## Course Description:

The one-day Colorado State Contract Management Training Course is designed for project/program personnel who do not have significant experience with contract drafting or administration. The training covers the essentials of state contract processing and management. Topics include:

- Introduction to State Contract Management
- Personal Services Contracting
- Business Strategy, Procurement, and the Statement of Work
- Real Estate Contracts and Leasing
- Managing Risk Through Terms and Conditions
- Controller Review and Approval
- Contract Management and Planning

**Designed For:** Individuals with at least some large private or public institution experience where they were exposed to rules about purchasing or analogous education and training.

**Facilitator(s):** The course is taught by managers, contracting and procurement professionals, and representatives from the central approval offices: the Division Of Human Resources, State Purchasing Office, State Buildings and Real Estate Programs, Attorney General, and the State Controller's Office.

**Cost:** \$25.00

**Times:** 8:30 – 5:00

**Schedule:** **Denver**

<i>October 15, 2004</i>	<i>Class Code: CC101504</i>	<i>Class Full</i>
<i>November 12, 2004</i>	<i>Class Code: CC111204</i>	<i>Class Full</i>
<i>December 14, 2004</i>	<i>Class Code: CC121404</i>	<i>Class Full</i>
<i>January 20, 2005</i>	<i>Class Code: CC012005</i>	<i>Class Full</i>
<i>March 25, 2005</i>	<i>Class Code: CC032505</i>	<i>Class Full</i>
May 5, 2005	Class Code: CC050505	
June 9, 2005	Class Code: CC060905	

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